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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800120034-2

Held for Discussion with

3/9/62

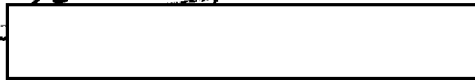
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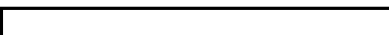


28 March 1962

Report Dated 3/9/62

Overt Case Processing

MEMORANDUM FOR:



CIA Records Administration Officer

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SUBJECT

: Request for Assistance in Study
of Security Forms

of

1. The Director of Security has requested a study be made of the case processing forms used in the Office of Security. His request of 13 March 1962 is based on Recommendation No. 5 in my Survey of Overt Case Processing Flow dated 9 March 1962.

2. As you and I discussed during my Survey, I certainly will need the benefit and assistance of your Forms Specialists in such a study. I will appreciate if you or your specialists and I can meet sometime soon to arrange a timetable and an overall plan for this Forms Study.



Records Management Officer
Office of Security

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